

INSTRUCTIONS AND POLICIES FOR MANUSCRIPT PREPARATION AND SUBMISSION

Precision Dairy 2013 Conference
June 26 and 27, 2013
Rochester, MN, USA

SUBMISSION DEADLINE: MARCH 15, 2013

I. Manuscripts Preparation

General Information

Manuscripts must be MS Word documents (.doc or .docx). Manuscripts must be written in English of a high standard. Manuscripts are expected to have been reviewed for scientific content, correctness of language and presentation prior to submission. Manuscripts that conform poorly to the editorial and formatting requirements may be returned to the authors. Expect editorial corrections without recourse to authors.

Contributions to the proceedings and any liabilities arising from them remain the responsibility of the authors. The publisher will not be responsible for any damages which could be a result of content derived from the proceedings.

File Name

The manuscript file name should be the presenter's last name. (ex: Jones.doc). If you submit more than one paper, add a number suffix such as 1, 2, 3 (ex: Jones1.doc; Jones2.doc).

Length

Manuscripts for the Precision Dairy 2013 Conference are a maximum of TWO pages in length, including tables, figures, images, and references. Do NOT change the font size, margins, or font spacing to make the text fit on two pages.

Format and Style

Paper size should be 8 ½ inches by 11 inches. **International authors** are reminded to please be sure to go into the *page layout settings* of MS Word to make this adjustment.

Margins should be 1 inch on all sides (left, right, top and bottom)

Font: Use a 12-point "Times New Roman" font for all the text, *except* the title (see below).

The **manuscript title** should be centered and typed in upper and lower case in **14-point bold face font** (Times New Roman). Use both "small caps" and "capitalize each word" to format the title. **THIS IS AN EXAMPLE OF 12 POINT SMALL CAPS FONT SETTING.**

The **author's name** should be centered two lines below the title (i.e. leave one blank line after the title). Use the author's full name and middle initial. Do not include author's position or educational degrees. The author's institution or affiliation should be centered on the next line. City, state (spell out the state name), and country follow on the third line. The last line should give the contact author's email address

Example of one author:

Marcia I. Endres
University of Minnesota
St. Paul, Minnesota, USA
miendres@umn.edu

If there is more than one author, give the full names (with middle initial). Use superscript numerals after each author's name to identify their institution or affiliation, city, state and country, which should be typed immediately underneath the list of author names. The last line should give the contact author's email address.

example of more than one author:

Marcia I. Endres¹, Anne Marie B. de Passillé², Jeffrey P. Rushen² and Kevin A. Janni¹
¹University of Minnesota, St. Paul, Minnesota, USA
² Pacific Agri-Food Research Centre, Agassiz, British Columbia, Canada
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Do not include street address, postal code, or email address. Names, institutions, city, and state should be typed in upper and lower case as shown. Use 12-point Times New Roman font.

The **text** should begin three lines below the author's name(s) (i.e. skip two lines). Use full justification.

Use single spacing for the **text** within a paragraph. Skip one line between each paragraph. Do not indent the first line of a paragraph.

Section headings should begin at the left margin; capitalize the first letter of each word and underline the entire heading. Do not use a bold face font. Skip one line between the heading and the first sentence of the section.

Tables must be vertically oriented and may be placed in the text or at the end of the paper. Captions should be a single sentence typed at the head of the table; additional explanatory information including non-standard abbreviations should appear as numerically ordered footnotes directly below the table. Do not change the margins to make tables and figures fit on a page. Tables should be constructed using the Table function of MS Word, with each entry

Figures will be reproduced in grayscale in the printed proceedings. Figures must be vertically oriented and be accompanied by a short descriptive caption that contains explanation of all markers, lines and symbols used, but no abbreviations.

Symbols and special characters sometimes change or are lost during electronic transmittal from one system to another. Please limit yourself to the characters that are available in Times New Roman and Symbol fonts. Avoid the use of unusual symbols. You may want to consider spelling out symbols or special characters (such as alpha and beta).

Do not use **footnotes** at the bottom of pages since this area will be used to add page numbers prior to publication.

References should be cited alphabetically. The citation sequence is: names of authors (invert name of first author only), year of publication, title, abbreviated name of periodical, volume, and page numbers. Include name and address (city, state, country) of publisher for books.

II. Commercialism Policy

The intent of the Precision Dairy 2013 Conference is to provide quality sessions focused on educational content, which is free from commercial influence or bias. Manuscripts and posters are not to be used as platforms for commercial sales, promotions and/or advertising.

Excessive use of brand names, product names, trade names, and/or trademarks is not allowed. Excessive use of brand names, product names or logos, failure to substantiate performance claims, and failure to objectively discuss alternative methods, processes, and equipment are indicators of sales pitches. Restricting commercialism benefits both the authors and recipients of submissions and presentations. A general guideline is to use proprietary names once and thereafter to use generic descriptors or neutral designations.

III. Animal Welfare and Medical Ethics

All experimental work involving animals or human subjects must comply with the legal and ethical requirements of the countries and institutions at which the work was done.

IV. Manuscript Submission

Online Submission

Files, MS Word documents, must be submitted electronically via the online collection website, and each manuscript must be a separate submission. Manuscripts will not be accepted via email. Use the file naming convention described in the manuscript preparation section.

Topic Selection

When submitting your manuscript you will be asked to select a topic area. Your topic area information will be used to assign reviewers.

- Robotic milking
- Parlor automation
- Automatic calf feeding
- Pedometry and activity monitoring
- Precision technologies to monitor health, behavior and productivity
- In-line milk sensors
- Automation and quality control of on-farm milk handling and storage
- Automation technologies for feeding the dairy herd and quality control of the ration and feed inventory
- Adoption, data analysis, economics and other implications of precision technologies
- Other precision dairy topics

Presentation Options

When submitting your manuscript you will be asked to identify your presentation preference (i.e. Poster or oral presentation). The program committee will select your presentation method and inform the manuscript contact person by email in April 2013.